



Aston University

Languages & Social Sciences

JOB DETAILS FOR THE ROLE

Head of CELCA

School of Languages & Social Sciences

Reference Number: R130024

Closing date: 28th February 2013

Interview date: 27th March 2013

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The Centre for English Language and Communication at Aston (CELCA)

The School of Languages and Social Sciences at Aston University is seeking a dynamic, self-motivated and ambitious person to provide academic and strategic leadership to its Centre for English Language and Communication at Aston (CELCA).

CELCA is one of five subject groups within the School of Languages and Social Sciences. There are eight full-time teaching staff, one full-time administrator and a number of sessional/pre-sessional tutors. The IELTS Test Centre at Aston University, which forms part of the same subject group, has two full-time staff and approximately fifteen part-time examiners and invigilators.

CELCA delivers a variety of in-sessional and pre-sessional programmes and modules in English for Academic Purposes (EAP) for international students:

- Five pre-sessional programmes (20, 16, 12, 8 and 4 weeks in length)
- Two International Year Abroad programmes (in partnership with Shanxi University, Tianjin Foreign Studies University, Kanagawa University and Kansai University)
- Modules on two International Foundation programmes (Business and Engineering)
- Modules in English for Medicine (in partnership with University of Medicine and Pharmacy-Ho Chi Minh City)
- Individual and small group English language support tutorials for international students and staff

CELCA also delivers modules in academic and professional communication skills for students taking undergraduate degrees in the School of Engineering and Applied Science and contributes to the International Summer University run by Aston. CELCA therefore also has a strong profile within the University and will play a pivotal role in terms of delivering key aspects of the Aston 2020 strategy.

Full-time members of staff in CELCA and IELTS in 2013:

Head of CELCA – Position vacant

Ms Ania Bailey – Deputy Director of CELCA and Module Convenor for the International Foundation Programmes and English language support tutorials

Ms Jennie Barker – CELCA Courses and Group Administrator

Mr Paul Martin – Director of the International Year Abroad Programme

Mr Robert Fox – Director of the Kansai Year Abroad Programme and Module Convenor for English for Medicine

Ms Chantal Burden – Director of the Pre-sessional Programmes

Ms Alison Scotchford – IELTS Examiner Trainer, Module Convenor for Academic and Professional Communication Skills and Co-ordinator for the English language component of the International Summer University

Mr Geoff Geis – Language Tutor and Examiner for English for Medicine

Dr Branka Visnjic – Language Tutor and Acting Director of the International Year Abroad Programme

Ms Alicia Zborowska – IELTS Test Centre Manager

Ms Adila Yasin – IELTS Examinations Officer

ROLE DESCRIPTION

Job purpose:

You will provide leadership to the group in all respects, including line management and as reviewer; you will also be a member of the School's Management Committee. A key element of the role will be the ability to develop new business and revenue streams, for instance via new International Year Abroad partnerships in China and Japan, introducing an MSc and PhD in Teaching English for Academic Purposes, as well as contributing to the Vietnam-UK international standard state university project.

MAIN DUTIES AND RESPONSIBILITIES:

Leadership

1. To lead and direct the CELCA and IELTS group to ensure that the highest quality of teaching and testing is delivered to students and candidates
2. To chair CELCA and IELTS team meetings
3. To contribute to the leadership of the School of Languages and Social Sciences via membership of the School's management team
4. To represent CELCA and IELTS on school and university level committees and with external organisations such as the British Council, the Foreign and Commonwealth Office, ministries of education and training, BALEAP and IATEFL
5. To take the lead on all matters related to English for Academic Purposes and IELTS within the University, including the setting of English language requirements for direct entry to academic programmes at all levels of study

Business Strategy and Development

6. To develop and review the CELCA and IELTS business strategy on a regular basis and to oversee the continued expansion of CELCA programmes
7. To contribute to the School's international, marketing and teaching and learning strategies
8. To work closely with the International Office in order to recruit students and with the School's marketing officer to ensure that webpages and brochures are kept up to date
9. To identify and develop new business opportunities within the university and with existing and new international partners
10. To prepare and submit funding bids to organisations such as the Foreign and Commonwealth Office and the British Council for the development and maintenance of international partnerships
11. To work with the Head of Administration and the Accountant in the School of Languages and Social Sciences to manage CELCA and IELTS' income and expenditure, including the payment of salaries to sessional and casual staff and the setting of programme fees

Management

12. To provide operations management for CELCA and IELTS activities on a daily basis, including timetabling

13. To provide overall academic management for CELCA programmes and modules and to provide academic advice for less experienced members of the CELCA teaching team
14. To ensure that the CELCA and IELTS team operates in an environment that embraces the objectives of Aston First, one of on-going improvement that is flexible and reactive to change
15. To provide high quality management reports for a variety of School and University committees and external bodies

People

16. To line manage CELCA and IELTS staff, including recruitment, mentoring and appraisal
17. To implement the University's disciplinary procedure for support staff, when necessary
18. To encourage the professional development of all CELCA and IELTS staff via training and other CPD activities such as peer observation
19. To work with the Centre for Staff and Graduate Development on the delivery and development of English language support for academic and support staff

Quality

20. To ensure that all CELCA modules and programmes adhere to University Quality Assurance and Enhancement and Examinations regulations and to take the lead when Internal Reviews of CELCA programmes take place
21. To be familiar with BALEAP/British Council accreditation (pre and post inspection) of EAP programmes and to ensure that set standards are maintained
22. To encourage and monitor the use of good practice in teaching and assessment on all CELCA modules and programmes, including the use of Blackboard and other online and blended learning tools
23. To liaise with the IELTS Test Centre Manager and IELTS Examiner Trainer to ensure that appropriate standards of IELTS testing are met and maintained
24. To recruit, support, liaise with and respond to external examiners for CELCA modules and programmes
25. To chair examinations boards for CELCA modules and programmes
26. To ensure that the CELCA student experience (from pre-arrival contact to the discipline, plagiarism and complaints process) is of the highest standard
27. To ensure that recruitment to CELCA programmes complies fully with UKBA regulations.

Teaching

28. To contribute to the teaching of CELCA modules and programmes
29. To be the personal tutor for a group of 25 students
30. To identify own CPD needs in terms of EAP teaching and assessment

Other

31. To undertake any other duties as required by the Head of School in line with the grade of the post

PERSON SPECIFICATION

MOA = Method of assessment

Application Form (AF) Interview (I) Presentation (P) Test (T)

	ESSENTIAL	MOA
Education/Qualifications	<ul style="list-style-type: none">• A good degree in a relevant subject	AF/I
	<ul style="list-style-type: none">• A Master's degree in a relevant subject (e.g TEFL/ TESOL/ ELT/ EAP/ Applied Linguistics)	AF/I
	<ul style="list-style-type: none">• A native or near native level of accuracy and fluency in spoken and written English	AF/I/P
Experience	<ul style="list-style-type: none">• Substantial experience of teaching EAP at all levels in UK Higher Education contexts, including subject-specific modules and programmes (e.g Medical English), and developing EAP curriculum and course materials	AF/I
	<ul style="list-style-type: none">• Substantial experience of leading and managing an EAP team within a UK University	AF/I
	<ul style="list-style-type: none">• Experience of developing business strategy and monitoring the income and expenditure of an EAP team within a UK University	AF/I/P
	<ul style="list-style-type: none">• Substantial experience of motivating, mentoring and training EAP teaching staff within a UK University	AF/I
Aptitudes and Skills	<ul style="list-style-type: none">• Excellent interpersonal and communication skills, including intercultural awareness and competence, and the ability to establish and maintain strong and effective working relationships with stakeholders	AF/I
	<ul style="list-style-type: none">• Strong organisational and leadership skills	AF/I
Other	<ul style="list-style-type: none">• Commitment to observing the University's Equal Opportunities Policy at all times	AF/I

	DESIRABLE	MOA
Education/Qualifications	A PhD in a relevant field (e.g TEFL/ TESOL/ ELT/ EAP/ Applied Linguistics)	AF/I
	A Diploma in ELT/PGCE with substantial TEFL component, or diploma-level qualifications as defined in section 4.2 of the British Council's Accreditation UK Handbook http://www.britishcouncil.org/2012-13-accreditation-uk-handbook.pdf (pp.47-49)	AF/I
	A management qualification	AF/I
	Fellowship of the Higher Education Academy or a Postgraduate Certificate in Teaching and Learning in Higher Education or equivalent	AF/I
Experience	Experience of working with international partner Universities and external organisations such as the British Council, the Foreign and Commonwealth Office, ministries of education and training, BALEAP and IATEFL	AF/I
	Experience of working with UK university Quality Assurance and Enhancement and Examinations regulations	AF/I
	Experience of working with the BALEAP/British Council accreditation scheme	AF/I
	Experience of being an IELTS examiner	AF/I
	Knowledge of international students markets and an awareness of UK student visa policy	AF/I
Aptitudes/Skills	Ability to use relevant IT systems	AF/I
	Willingness to undertake further training as appropriate	AF/I
	Willingness to travel overseas within UK and overseas	AF/I

OUTLINE TERMS AND CONDITIONS OF THE APPOINTMENT

<i>Term of appointment:</i>	Continuing appointments are offered. The appointment is Grade 9 and the salary range for this grade is £37,382 to £44,607 per annum.
<i>Hours:</i>	This is a full time post of 36.5 hours per week.
<i>Holiday entitlement:</i>	30 days per annum plus 13 days bank and university closure days.
<i>Pension:</i>	Eligible staff are offered a defined benefit pension with Universities Superannuation Scheme (USS).
<i>Performance related pay:</i>	In addition to the basic salary, the University operates a PRP scheme. Awards are determined on an annual basis.
<i>Qualifications:</i>	Successful candidates will be required to produce evidence of their qualifications upon joining the University.
<i>Teaching qualifications:</i>	It is the normal expectation that all teaching staff who are not able to satisfy the requirements of an advanced teaching qualification (such as the University's PG Certificate in Professional Practice (PGCPP)) on appointment should be able to do so within two years of appointment. This may be extended to four years in exceptional circumstances or where staff hold part-time posts.
<i>Relocation:</i>	Newly-appointed staff are required to establish their homes within reasonable daily travelling distance to and from the University. The University operates a relocation scheme to assist newly-appointed staff in meeting this requirement. Full details of the relocation scheme are included with offers of appointment.
<i>Medical examination:</i>	It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.
<i>Eligibility to work in the UK:</i>	Candidates who are not citizens of the United Kingdom, or of another EEA member country, should ensure that they meet the requirements of one of the 5 tiers of the immigration points based system. Candidates should check their eligibility to enter or remain in the UK <u>in advance of making any job application</u> using the points-based calculator on the UK Border & Immigration Agency (UKBA) website. If you do not meet the minimum points requirement, you will not be able to work in the UK and any application for employment would be unsuccessful.
<i>Document checks:</i>	As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the UK Border Agency website.

www.ind.homeoffice.gov.uk.

Full details of the salary scales, terms and conditions of service and associated policies and procedures are available on the recruitment website.

FURTHER ADVICE

For informal enquiries about this post, please contact Professor Simon Green, Deputy Dean of the School. Tel: 0121 204 3786; Email: s.o.green@aston.ac.uk

If you would like information on the progress of your application, or advice on any aspect of the appointment process generally, or the terms and conditions of service, please do not hesitate to contact:

Catherine Evans	HR Advisor	+44 (0) 121 204 4596	c.m.evans@aston.ac.uk
Sarah Taylor	HR Assistant	+44 (0) 121 204 4573	s.l.taylor@aston.ac.uk

EQUAL OPPORTUNITIES STATEMENT

Aston University undertakes to promote equality and diversity within the University Community in all aspects of its work. Further, it aims to ensure through its admissions policies for students and its recruitment and selection processes for staff that it encourages applications from all groups represented in the wider community at a local, national and international level. The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston. For further details of policies and codes of practice on race, gender, disability, religion and belief, sexual orientation and age see: <http://www.aston.ac.uk/staff/equalops/>

An Equal Opportunities Monitoring Form is included with the application form.

DATA PROTECTION ACT 1998

Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which may be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.